

**MISSION STATEMENT:**

*The Somerset County Public Library System promotes learning by providing materials, services, and access to information that enrich our community and excite the imagination.*

Explore • Learn • Dream • Become

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**BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES**

**REGULAR MEETING MINUTES**

**Wednesday, April 15, 2020 4:00pm-6:00pm**

**Princess Anne Library Via Zoom**

Present: Ann Smith (President), Marlena Turner (Vice President), Lois Outten (Treasurer), Karen Riffin, Marilyn Cottman, Beth Holmes-Mayson, Ed Goyda (Director), Jaime Bradshaw (Branch Manager), Kayla Leimbach (Branch Manager), Nora Hoffman (Administrative Assistant).

Absent: Father Rob Laws

This meeting was held electronically via Zoom. Notification of the meeting was posted to the Library website, including a statement that the Zoom link would be posted at 3:30 p.m. The link was so posted, and Ed Goyda was at the Princess Anne Library to watch the doors for any public attendees. No members of the public joined the meeting via either method.

**CALL MEETING TO ORDER**

President Ann Smith called the meeting to order at 4:04 p.m.

**CONSENT AGENDA**

Approve minutes from the regular meeting of February 12, 2020.

Approve financial reports for the period from July 1, 2019- February 29, 2020.

Approve financial reports for the period from July 1, 2019 – March 31, 2020.

Motion to approve consent agenda was made by Lois Outten, Seconded by Beth Holmes-Mayson and was unanimously approved.

**BRANCH HIGHLIGHTS**

**Crisfield:** Jaime Bradshaw spoke about the Crisfield Branch's popular programs in February, with their Teen Glow Party being the biggest one yet with 115 in attendance. In February, Jamie attended the second session of the Agile Management workshop as well as the Branch Managers Meeting. Ashley Gilson attended a Child Youth Development webinar and COVID-19 Youth Development Town Hall webinar.

**Princess Anne:** Kayla Leimbach spoke about the Princess Anne Branch's popular February programs, with Senior Moments having 13 for Chair Yoga and Kids' Cooking with 26 children in attendance. Kayla & Ed attended the Princess Anne Chamber of Commerce Banquet on February 15 and on February 18 Becky hosted a Kids' Cooking event for our local Girl Scout troop.

## **LIBRARY DIRECTOR'S REPORT**

Mr. Goyda presented his Director's Report for Dec 2019 – Jan 2020.

### **CORE SERVICES**

- **Ancestry:** At-home use was being allowed through the duration of the pandemic.
- **Beanstack:** We were reviewing the program as a possible option for virtual summer reading.  
**Book Discussion Group:** Gabe had 3 attendees for the first Zoom discussion which went well.
- **Buell Grant:** The report was being completed and sent to the Community Foundation for FY20.
- **Collection Orders:** Michele continued to compile but not submit orders. Outstanding shipments were being held by several of our vendors until we give them notice to begin shipping again.
- **Facilities:** Jamie and Ed were checking facilities several times per week.
- **Fine-Free Libraries:** The Building Lifelong Library Learners Act passed. The bill increased the per capita operating funding by 2%, from \$16.70 to \$17.10 per capita, and the total construction funding from \$5 million to \$7.5 million. It also required that libraries go fine-free for children. However, in light of the pandemic, and depending on the duration of the stay-at-home order, Governor Hogan was planning on vetoing any bill with a fiscal impact.
- **Inventory:** Inventory was completed in Crisfield and reached 80% in Princess Anne during the week of March 16 & would be completed when we return.
- **Summer Booklet:** The booklet was complete but was being held from the printer in case the prohibitions on gatherings continue.
- **Vertical Files:** Gabe and Ed had initiated scanning and cataloging of vertical files in Princess Anne as work-from-home projects. Ed had contacted Digital Maryland about inclusion as a "Digital Somerset" collection.

### **COMMUNITY OUTREACH**

- **Newspaper Ads:** Newspaper ads had been shifted to promote our digital resources.

### **COMMUNITY PARTNERSHIP**

- **Wellness Made Easy:** We had received \$1,600 in funding from PRMC for a Health Literacy collection, initially at the Princess Anne Library. Materials were received before the shutdown, and we were planning a press event for their debut.

### **INTERNAL DEVELOPMENT**

- **Staff Day:** We did not anticipate any changes with the Somerset Staff Day scheduled for August 17.
- **ESRL Staff Day:** No changes were anticipated for ESRL Staff Day on Columbus Day, October 12.
- **MLA Conference:** The MLA Conference had been moved to October 19 - 21, and the grant from the state had been both received and extended to match the new timeframe.

**INTERNAL DEVELOPMENT**

- **Summer Reading 2020:** We were on hold regarding programming. Kickoff had been scheduled for June 20 and finales on August 15.
- **Touch-a-Truck:** Streetfest had been cancelled for May 2. We were looking to incorporate Touch-a-Truck as part of the kickoff if it was feasible.
- **Turtle Dance:** Turtle Dance would be performing via Facebook Live on April 21.

A motion to accept the Director’s Report was made by Beth Holmes-Mayson, was seconded by Karen Riggin, and was unanimously approved.

**\*\*GOVERNANCE ITEM**

- **Confirmation of Online Vote - Pandemic Response Plan:** Vote to confirm the online vote enacting the Pandemic Response Plan on March 12.
  - o Motion was made by Lois Outten, was seconded by Marlena Turner, and was unanimously approved.

**\*\*END OF GOVERNANCE ITEM**

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- Confirmation of Online Vote - Auditor Selection: In accordance with COMAR 13A.05.04.07B.
- Motion to confirm the selection of TGM Group as the auditor for FY 20 was made by Karen Riggin, was seconded by Beth Holmes-Mayson, and was unanimously approved.

**\*\*END OF GOVERNANCE ITEM**

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- Appointment of Hannah Hande, Library Assistant
- Motion to appoint Hannah was made by Lois Outten, was seconded by Marlena Turner, and was unanimously approved.

**END OF GOVERNANCE ITEM**

**Adjourn**

- A motion to adjourn was made at 4:40 p.m. by Lois Outten, was seconded by Marlena Turner, and was unanimously approved.

Respectfully submitted,

Kayla Leimbach  
Princess Anne Branch Manager